

## Form for On-line Adjustment Access

Employee ID	Name	Level of Access (choose first or third level*)	Crew ID Access**

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

\*First level access will allow the user to enter, view and correct adjustments that he/she has prepared.  
Third level access will allow the user to enter, view, correct, and approve all adjustments for his/her Department.

\*\*If all the Crew ID's for a Department should be included for the access of a user and those Crew Ids are too numerous to list, please supply Comptroller's with a complete, separate list of Crew Ids and indicate "all" in the Crew ID Access column.